

## **COURT TRAINING OFFICER**

### **DEFINITION**

Under general direction, performs technical work in the development, coordination and implementation of a wide variety of technical in-service and managerial and staff development skills programs for all level of employees; provides employee career counseling services; and performs related duties as required. Training programs may be self-study, on-the-job training classes, individual on-the-job training, technical training, classroom, contract, or individual counseling.

### **DISTINGUISHING CHARACTERISTICS**

This one position class is a fully experienced professional level responsible for in-service training and career counseling programs for all levels of court employees. Strategic skills and technical training areas are covered and include the areas of organizational development, management development, supervisory skills, on-the-job technical training, new employee orientation, and employee development and career counseling services.

### **ESSENTIAL FUNCTIONS**

1. Conducts training needs analysis; determines training objectives and methods of instruction; develops course outline; consults with subject matter experts to design training; prepares lesson plans, visual aids and handouts for use in instruction.
2. Previews vendor instructional materials and evaluates them for use in court training programs; researches technical materials; develops job aids; writes, drafts, edits and prepares personnel and training handbooks, manuals and related documents.
3. Conducts classroom training using groups discussion and facilitation, behavior modeling and lecture methods; operates audio/visual equipment; conducts individual job instruction training sessions; counsels employees on personal/professional development and career opportunities.
4. Gathers feedback information and evaluates the effectiveness of training; develops test instruments to determine training effectiveness; reviews and updates existing training material to conform to current program needs.

5. Provides support of training programs by locating and arranging speakers/instructors, training equipment and facilities; coordinates the inventory, ordering, prepackaging and issuance of program supplies and equipment; represents the Court with other public agencies, schools, universities, and private companies; recruits, interviews, evaluates and selects volunteers; prepares correspondence and maintains records, files and logs.
6. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Graduation from an accredited college or university with a Bachelor's degree in instructional design, education, psychology, industrial management, human resource development, public administration or a closely related field and two years of experience in designing and delivering human resource management or technical in-service training or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

#### ***Knowledge of***

Principles of training and adult learning; theoretical and research finding concerning the process of learning, behavior change and communication; principles and theories of training technologies, education/training course planning, design, implementation, coordination and evaluation methods; principles of group dynamics; principles of public speaking; design and use of audio-visual aids and printed instructional material; principles of management and supervision; organization development and human resource development.

#### ***Ability to***

Apply the principles of adult learning to design and deliver training; utilize the principles and techniques of instructional technology, needs assessment, data collection, performance observation, task analysis, objectives preparation, instructional design, media selection and evaluation; plan and coordinate training programs in an efficient and cost effective manner; utilize knowledge of the training industry to evaluate and select vendor instructional materials; prepare written material; demonstrate verbal skills for public and classroom presentation; interact appropriately with administrative staff to assess and coordinate training programs; utilize the understanding of Superior Court organization, purpose, strategy, structure and other systems to identify and support training and development goals; select and use audio/visual hardware and software.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00